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Permit Application Submittal Aids

PERMIT APPLICATION SUBMITTAL AIDS

Environmental Resource Permit Application Supplement

The document which follows is **not required** as a completeness item for Environmental Resource Permit applications. The Supplement *is* recommended as a very useful item to be submitted as a means of cataloging the documents and design information which apply to most projects. Many of the tables are in formats which are consistent with the automated staff report information system used by District staff.

However, the Supplement is **not** intended as a substitute for Form 0971 "Joint Application for Environmental Resource Permit/Authorization to Use State Owned Submerged Lands/Federal Dredge and Fill Permit." **Form 0971 must be submitted with all application packages for Individual and Standard General permits.**

ENVIRONMENTAL RESOURCE PERMIT APPLICATION SUPPLEMENT

QUICK REFERENCE CHECKLIST !!!

____ **Proof of Ownership (Warranty Deed, Copy of Property Taxes) -- The name on the application form as owner must be the same as legal document**

____ **If application form is signed by an agent, notarized letter of Authorization giving agent permission to act in owner's behalf is required**

____ **Verify that section, township and range on the application is the same as aerial/front of the drawings etc.**

____ **Public noticing information submitted.**

____ **Have five sets of information been submitted??(one original and four copies)**

____ **Is the check made out to SOUTH FLORIDA WATER MANAGEMENT DISTRICT for the correct amount?**

____ **SIGNED AND SEALED DRAWINGS AND CALCULATIONS BY AN ENGINEER REGISTERED IN THE STATE OF FLORIDA**

____ **Location Map on 8 1/2" X 11" paper (clearly locate the site on a Florida Plat Directory page, county road map, or street atlas)**

____ **For modifications of existing developments, include a location map showing project area within overall development**

____ **Aerial Photograph which clearly locates proposed project boundaries. (1"=200' or 1"=400' scale)**

____ **Topographic Map (extend 100' beyond perimeter of project, reference to NGVD and locate the BM): identify any existing off-site features such as wetlands, other surface waters, water management ponds, buildings, and drainage structures**

____ **Soils Information & Geotechnical Information**

____ **Documentation of methodology used to determine WSWT; i.e. soils, topo, water level biological indicators, etc.**

____ **Pre-development and post-development drainage Map (include flow arrows showing the direction of flow on-site and any run-off routed around or through the system); connections between wetlands**

____ **Boundary Survey; legal description; total contiguous land area owned by the applicant; existing and/or proposed right's of way or easements for the drainage system**

____ **Master Paving, Grading and Drainage Plans (signed and sealed as prescribed by Florida State Law)**

____ **Land use table which includes acreage for buildings, pavement, open space and water management areas**

____ **Drainage Plan Details and cross-sections (signed and sealed as prescribed by Florida State Law)**

____ **Water Quality Design Storm Routings including basin run-off characteristics, soil storage, stage-storage computation, and stage-discharge computation (signed and sealed as prescribed by Florida State Law)**

____ **Exfiltration Trench Computations and Percolation Data (if applicable)**

____ **Construction techniques description; removal of material; temporary and/or permanent erosion and sediment control; excavation or fill in wetlands; installation of pilings or seawalls; shoreline stabilization**

____ **Flood plain encroachment and compensating storage if project is in the known floodplain of a stream or watercourse. Identify the 100 year flood elevation, method to determine the elevation, location and volume of**

encroachment, and the hydraulic connection between the floodplain and the storage area

_____ **For marina facilities, locations of any sewage pumpout facilities, fueling facilities, boat repair and maintenance facilities and fish cleaning stations**

_____ **Articles of Incorporation for Association, Declaration of Protective Covenants, Deed Restrictions or other legal documentation for protection/maintenance/management of protected areas – See checklist for required content**

_____ **Letter from receiving body operation entity (i.e. county/state roadside swale, drainage district, etc.)**

_____ **Letters from utility companies**

_____ **Wetland boundary survey with SFWMD field verified wetland lines (In order to bind the wetland lines with the permit, the survey must include the meets and bounds)**

_____ **Soil Borings**

_____ **Endangered/Threatened/SSC species evaluation (documentation of issues resolved with FGFWFC, USFWS)**

_____ **Status of project area under land acquisition programs (CREW, CARL, P2000, Save Our Rivers, ONS, Local government program, etc.)**

_____ **Habitat Communities Map - FLUCCS Map with acreage table**

_____ **Wetland/Upland Data Table**

_____ **Wetland Impacts analysis (Evaluation of functions/values to be lost, quality of wetland) and Wetland Impact Map**

_____ **Alternatives analysis for proposed wetland impacts (Reduction and elimination)**

_____ **Public Interest Test**

_____ **Discussion of Secondary and Cumulative Impacts**

_____ **Hydrologic analysis of preserved and/or created/restored wetlands and upland compensation areas (include 25 year/3 day and 5 year/1 day storm water routing to show peak stage elevation and time to system to recover to control elevation for wetlands incorporated into the water management system)**

_____ **Construction details of any preservation/restoration/creation areas (buffers, structures with elevations, erosion control mechanisms, grading elevations, berms, planting details of mitigation areas, and other associated works)**

_____ **Dewatering Plan**

_____ **Status of permitting and list of contacts for other agencies (FDEP, USACOE, Local government)**

_____ **Mitigation/Monitoring/Maintenance Plan with work schedule (include planting details for all mitigation areas)**

_____ **Cost Estimate for completion of mitigation, monitoring, maintenance and management of wetland and upland preservation/ mitigation areas and financial responsibility for mitigation as required in the Basis of Review, Section 4.3.7**

_____ **Draft Plats /Deed Restrictions/ Management Plan/Other Legal Documentation for protection/ maintenance/management of protected areas. – See checklist for required content**

_____ **Draft Conservation Easement documents(NOTE: If using an easement other than the District approved form, justification for the changes to the easement must be provided and the easement will be subject to review by legal staff)**

PROJECT NAME: _____

OPERATION ENTITY: _____ (BOR Section 9.0)

Provide the immediate and long term entity responsible for **operating and maintaining** the surface water management system. If not the owner, please provide legal documentation. (Articles of Incorporation for the Association, and Declaration of Protective Covenants or Deed Restrictions, except for General Limited Information Permit)

LAND USE: _____

AGR - Agricultural, COM - Commercial, HWY - Highway, IND - Industrial, INS - Institutional, MIN - Mining, REC - Recreational, RES - Residential

DRAINAGE AREA: _____ acres

IMPERVIOUS: _____ acres (excluding wetlands)

This is the entire area for which the water management system is being designed. This might include off-site flows going through the project or exclude preserve areas that have been bermed off.

WETLANDS: Yes or No Onsite ____ Adjacent ____ Area of wetland impacts _____ acres

DISTRICT DRAINAGE BASIN: _____

The drainage basin refers to the major or regional District basin in which the project is located. Examples include Imperial River, Estero River, and the Caloosahatchee River (C-43), Shingle Creek, Boggy Creek, Lake Tohopekaliga, the Kissimmee River, C-9, C-18, C-51, EAA, and Lake Okeechobee.

RECEIVING BODY: _____

The receiving body is the actual system into which the project directly discharges. Often, this is an intermediate system such as an un-named canal or ditch. Sometimes the drainage basin and the receiving body are the same. Examples are Shingle Creek via onsite wetlands, or via the Valencia Water Control District's C-11 canal, or existing surface water management systems. It could be the master surface water management system for a phased project.

RECEIVING BODY CLASSIFICATION: _____

All water bodies have been described with a specific classification based on water quality and/or the use to which that water is put (such as aquatic preserve). Areas considered Outstanding Florida Waters, aquatic preserves etc. normally have more stringent discharge and water quality conditions. CHOICES ARE: OFW, Class I, Class II, Class III, Aquatic Preserve (Classification is listed in 17-302 F.A.C.)

SPECIAL DISTRICT: _____

The project may be in a SWIM area, SOR area or other critical basin. If the project is in a special district such as Hendry-Hilliard Water Control District, East County Water Control District, Valencia Water Control District, Reedy Creek Improvement District, or North St. Lucie River Water Control District, there may be special permitting conditions.

POTABLE WATER SUPPLIER: _____

Provide the Consumptive Use Permit No. if possible and the name of the supplier. Examples are O.U.C., Orange County, City of Sunrise, etc. Refer to BOR Section 3.2

Please provide a current letter of commitment or availability from utility company.

WASTE WATER SYSTEM/SUPPLIER: _____

Examples are individual septic tanks, Orange County, Seacoast Utilities, etc. Refer to BOR Section 3.2

Please provide a current letter of commitment or availability from utility company.

IRRIGATION REQUIREMENTS: Refer to BOR Section 3.2

- _____ no irrigation of landscaped area is proposed.
- _____ potable water will be used to meet irrigation demands.
- _____ reclaimed water is being used to meet irrigation demands.
- _____ A water use permit is being applied for concurrently with this application.
- _____ other

PURPOSE: _____

The purpose section should explain the reason for the application.

THE FOLLOWING ARE SAMPLE CHOICES:

- A. (requesting construction and operation of an entire new system)
This application is a request for Authorization for Construction and Operation of a surface water management system to serve a (# of acres) acre (type of project) project discharging to (regional drainage system) via (downstream receiving body).
- B. (use for project requesting conceptual approval)
This application is a request for Conceptual Approval for a surface water management system to serve a (# of acres) acre (type of project) project discharging to (regional drainage system) via (downstream receiving body).

If the conceptual approval request includes a phase of construction, use both A and B above with the appropriate acreage break-down.

- C. (use for phase modifications to permitted projects which match the conceptual approval)
This application is a request for modification to authorize Construction and Operation of a surface water management system serving Phase (phase #), a (# of acres) acre (type of phase) phase discharging to (regional drainage system) via (internal basins if appropriate and down-stream receiving body).

If this request includes an additional phase of construction add the following:

In addition, Construction and Operation of a surface water management system serving Phase (phase #), a (# of acres) acre (type of phase) phase discharging to (regional drainage system) via (internal basins if appropriate and down-stream receiving body).

BACKGROUND: _____

A background section is typically needed to explain unusual projects or modifications with significant historical information which affects the current application.

Include this section for project:

- a. past permit/modifications and dates of issuance
- b. enforcement history
- c. unusual design methods
- d. third party interest and their concerns

EXISTING FACILITIES: _____

PROPOSED FACILITIES:

DESIGN STORM: _____ Year-_____ Day
DESIGN RAINFALL: _____ inches (total rainfall for design duration)

Are there tailwater conditions? ____ Yes ____ No If yes, please provide a time history and documentation as to how this was determined. (ie. T = 0 hours, stage = 10' NGVD; T = 60 hours, stage = 12' NGVD; T = 120 hours, stage = 10' NGVD)
Tailwater conditions should be related to the particular design storm being analyzed.

Unusual design criteria used or drainage problems associated with the roads. Refer to BOR Section 6.5

Please provide routing documentation.

4/22/99

TEXT: _____

Unusual design criteria used or drainage problems associated with the parking lots. Are they being used for storage?
Refer to BOR Section 6.5

PARKING LOT FLOOD CONTOUR: _____ NGVD

PARKING LOT MINIMUM CENTERLINE ELEVATION: _____ NGVD

Please provide routing documentation.

MINIMUM FINISH FLOOR DESIGN STORM: 100 YEAR - 3 DAY FLOOD INFORMATION, ZERO DISCHARGE
DESIGN RAINFALL: _____ inches (total rainfall for design duration)

TEXT: _____

Unusual design criteria used or drainage problems associated with the finished floor elevations. Refer to BOR Section 6.4

100 YEAR - 3 DAY FLOOD CONTOUR: _____ NGVD

MINIMUM FINISH FLOOR ELEVATION: _____ NGVD (must be greater than the flood contour)

FEMA ELEVATION: _____ NGVD

Please provide calculations.

APPLICABLE LAND USE: Overall

Text: _____

Used for clarification of the land use below.

	<u>TOTAL PROJECT</u>	<u>PREVIOUSLY PERMITTED CONSTRUCTION</u>	<u>THIS PHASE</u>
Total	_____ acres	_____ acres	_____ acres
Water Management (total)	_____ acres	_____ acres	_____ acres
Dry Detention/Retention*	_____ acres	_____ acres	_____ acres
Wet Detention/Retention*	_____ acres	_____ acres	_____ acres
Pavement	_____ acres	_____ acres	_____ acres
Building Coverage	_____ acres	_____ acres	_____ acres
# of units	_____	_____	_____
Preserved	_____ acres	_____ acres	_____ acres
Pervious	_____ acres	_____ acres	_____ acres
Landfill	_____ acres	_____ acres	_____ acres
Grove Area	_____ acres	_____ acres	_____ acres
Farm Area	_____ acres	_____ acres	_____ acres
Nursery	_____ acres	_____ acres	_____ acres
Other	_____ acres	_____ acres	_____ acres

Please explain any acreage listed under the "other" category

FOR LARGE/ MULTI BASIN PROJECTS:

If this phase concerns a basin or basins within a project, the "previously permitted construction" section and "this phase" section should be expanded to show each basin separately.

*NOTE: Dry areas are measured at the top of bank, wet areas are measured at the control elevation.

THE FOLLOWING PAGES ARE TO BE USED WITH A SINGLE BASIN PROJECT.
FOR MULTI-BASIN PROJECTS, PLEASE USE TABLES PROVIDED

General Basin Information

Application Number _____

Basin Name/Number _____

(District use only)

WSWT Elevation _____ (ft, NGVD)

WSWT refers to the average annual wet season water table and is normally used to set the project control elevation.

WSWT Method of Determination _____

Surrounding projects, Monitoring data, USGS well data, Wet season soil borings, Wet season water table contour map, Adjacent canal control elevation, Wetland indicator elevation, Other (clarify)

CONTROL Elevation _____ (ft, NGVD) Dry Season Control Elevation _____ (ft, NGVD)

Normally the control elevation should be set at the average annual wet season water table elevation unless environmental concerns require otherwise. Refer to BOR Section 6.11

Allowable Discharge _____ (cfs) Area _____ (acres)

Appendix II in Volume IV shows the allowable discharge for the appropriate District basin. Local government and drainage district criteria may also apply (i.e. Coghatchee River - 0.04 cfs/acre, Caloosahatchee River - 0.047 cfs/acre, Orange and Polk Counties = 25 year-24 hour, Osceola County = 10 year-72 hour design storm, Boggy Creek Basin = 50 CSM, EAA = 20 CSM) Refer to BOR Section 6.2

Method of Determination _____

Pre vs Post, Discharge Formula, SFWMD Curves, Conveyance Limitation, Lock Drainage District Limits

Design Discharge _____ (cfs) Design Stage _____ (ft, NGVD)

In cases where a project has unusual circumstances which the consultant feels requires the design discharge to exceed the allowable discharge, supply all supporting documentation for deviation from the Q_{all} allowable discharge rate.

Minimum Perimeter Grade _____ (ft, NGVD)

The minimum perimeter elevation should be at or above the 25 year/3 day contour for each basin. A typical perimeter cross section is normally required to verify this.

Water Quality Systems Information

WQ System Type _____ Water Mngmt Area _____ (acres)
measured at the control elevation

Wet detention, Dry detention, Wet retention, Dry retention, Exfiltration trench, reservoir, swales, wetlands

A baffle/skimmer should be included for each structure unless there is a submerged pipe leading from a wet detention area to the outfall structure. Refer to BOR Section 7.1.e

A benchmark must be provided in close proximity to each structure.

Water Quality Treatment
Volume Required _____ (acre-ft) Water Quality Treatment
Volume Provided _____ (acre-ft)

Exfiltration Trench
Length Req _____ (ft) Exfiltration Trench
Length Prov _____ (ft)

Trench Depth _____ (ft) Perforated Pipe Diameter _____ (ft)

Trench Width _____ (ft)

Trench Overflow elevation _____ (ft) Discharge Structure # _____

Refer to BOR Section 5.0 for more details and clarification on water quality criteria.

1. Dry pre-treatment is required for all industrial and commercial zone projects. Projects discharging to sensitive receiving bodies with greater than 40% impervious area and any project discharging into wetlands must also provide dry pre-treatment.
2. If exfiltration trench is proposed, use the conservative formula for wet trench or trench which is twice as wide as it is deep. Please provide a cross section of the trench with all dimensions shown. Provide sit specific percolation tests and soil borings in the area of the exfiltration trench.
3. Water quality monitoring will normally be required for industrial projects and for any project discharging to sensitive waters.
4. Lakes should average 100' wide and 0.5 acres in size as a minimum.

Side slopes should be no steeper than 4:1 except in Lee County which requires slopes no steeper than 6:1 and Orange County which requires slopes no steeper than 5:1 to two feet below the control elevation.

Lakes require at least a 20' wide perimeter maintenance easement which should be shown on the drainage plans and lake cross section. Refer to BOR Section 7.4 & 7.5 for the entire list of lake design criteria.
5. Dry detention/retention areas require a bottom at least 1' above the control elevation. Refer to BOR Section 2.31.
6. Additional water quality treatment is sometimes required by a local entity.
7. Projects which discharge to an Outstanding Florida Water require 50% additional treatment.

Culvert Information

Type Major or Emergency (Ag) Discharge Culvert Type _____
RCP,RMP,CMP,BCCMP,ARCH,PVC,ELLIPTICAL,OTHER/MISC.

Diameter _____ (ft) Length _____ (ft)

Width _____ (ft) Height _____ (ft)

Invert Elevation - Upstream _____ (ft, NGVD)

Invert Elevation - Downstream _____ (ft, NGVD)

Discharge Structure # _____ "n" factor _____

Receiving Body _____

Documentation of non-erosive discharge velocities will normally be required. Please provide calculations and details of the mechanism to be used.

Weir Information

Structure Type Major or Emergency (Ag) Weir Type _____

Broad Crested, sharp crested, cipolletti, V-notch, semi-circular, horizontal circular, rectangular orifice

Width _____ (ft) Height _____ (ft)

Elevation season Normal Crest Elevation _____ (ft, NGVD)

Receiving Body _____

Drop Inlet Information

Structure Type Major or Emergency (Ag) Diameter _____ (ft)

Length _____ (ft) Width _____ (ft)

Crest Elevation _____ (ft, NGVD)

Discharge Structure # _____

Receiving Body _____

1. Emergency overflows for agricultural projects must be capable of handling the 100-year 3-day storm with 0.5' or less of head. Refer to BOR Appendix 6.
2. A pollutant retardant skimmer should be provided for all control structures. Agricultural project control structures must include a trash baffle.
3. When used as emergency overflows in agricultural projects, it is acceptable for the emergency overflow pipe to control discharge since the structure is internal (not the off-site outfall structure).

Gate Information

Structure Type Major or Emergency (Ag) Gate Type _____

Amil, Radial, Screw Gate, Slide Gate

Width _____ (ft) Height _____ (ft)

Invert Elevation _____ (ft, NGVD) Crest Elevation _____ (ft, NGVD)

Receiving Body _____ Discharge Structure # _____

An acceptable (usually governmental) operation and maintenance entity is required for operable structures.

Bleeder Information

Bleeder Type _____ Invert elevation _____ (ft, NGVD)

circular orifice, triangular orifice, V-notch, rectangular notch, rectangular orifice, drawdown pipe, diamond orifice, pentagonal orifice, trapezoidal notch, pentagonal notch, trapezoidal orifice

Width _____ (ft) Height _____ (ft)

Diameter _____ (ft) Invert Angle _____ (degrees)

Receiving Body _____

Elevation Season NORMAL Discharge Structure # _____

Refer to BOR Section 7.2 for clarification.

1. The bleeder in a structure is the lowest elevation at which water can discharge from the site. It is used primarily to regulate the volume of discharge from the site for water quality treatment. For sites with small allowable discharges, it may also limit discharge from the site during the design event (ie: a weir is not needed).
2. The bleeder invert elevation defines the proposed control elevation.
3. Bleeder dimensional criteria:
 - a. minimum of 20 degrees for V-notches
 - b. the minimum dimension is 2 inches
 - c. the minimum cross-sectional area is 6 square inches
4. The bleeder discharges shall be no more than 1/2" of the detention volume in 24 hours. Refer to BOR Section 7.2.a

Pump Information

On Elevation _____ (ft, NGVD) Off Elevation _____ (ft, NGVD)

Total Capacity _____ (gpm) Discharge Structure # _____

Receiving Body _____

1. Pumps are normally used in agricultural projects to pump INTO a detention area, which discharges off-site via a gravity operated control structure. Refer to BOR Appendix 6 for design criteria and methodology.

Dike Information

Impoundment Type Major or Minor

Dike Internal to project Dike borders off-site
Internal side slope ratio _____ : _____ (H:V) : _____ (H:V)

External side slope ratio _____ : _____ (H:V) : _____ (H:V)

Top Width _____ ft Top Elevation _____ ft NGVD

A minimum 50' setback from the toe of proposed berms to the property lines is required unless it can be demonstrated that a lesser dimension will suffice. The toe of site perimeter berms or dikes must be setback a minimum of 10 feet from the property line where the 50 feet setback does not apply. Refer to BOR Appendix 6

SPECIAL CONCERNS Please provide a detailed explanation including application/permit number(s), date approved, well field description, etc.

Water Use Permit Status _____

DRI _____

Save Our Rivers Program Area _____

SWIM Basin _____

Right of Way Permit Status _____

Enforcement Activity _____

Third Party Interest _____

Well Field Zone of Influence _____

CHECKLIST FOR ASSOCIATION DOCUMENTS – Appl/Permit No: _____

DEED RESTRICTIONS RECORDED in	ORB:_____	PG:_____	BoR	9.2.1
Document covers entire project per legal description	Y:_____ N:_____	PG:_____	BoR	9.2.4
If NOT, which Phase: _____	Y:_____ N:_____	PG:_____	BoR	9.2.4
Legal description Exhibit _____, included	Y:_____ N:_____	PG:_____	BoR	9.2.4
Legal description by plat, if so, COPY OF PLAT	Y:_____ N:_____	PG:_____	BoR	9.2.1
Overall plat Y:_____ N:_____, Phase Name/No. _____				
Plat recorded: Plat Book: _____, Page: _____				
(a) Assoc must operate & maintain swm system	Y:_____ N:_____	PG:_____	BoR	9.2.4
(a) Assoc ultimate responsible for op/maint	Y:_____ N:_____	PG:_____	BoR	9.2.4
(b) Assoc owns common areas	Y:_____ N:_____	PG:_____	BoR	9.2.4
(b) Easem'ts for drainage & maint dedicated	Y:_____ N:_____	PG:_____	BoR	9.2.4
(b) Does Assoc own swm system?	Y:_____ N:_____	PG:_____	BoR	9.2.4
If not, who does _____				
(c) Assoc can assess/collect for op/maint	Y:_____ N:_____	PG:_____	BoR	9.2.4
Regular and SPECIAL assessments	Y:_____ N:_____	PG:_____	BoR	9.2.4
(d) Amendment section SFWMD approval	Y:_____ N:_____	PG:_____	BoR	9.2.4
(e) Doc in effect min 25 yrs w/auto renewal	Y:_____ N:_____	PG:_____	BoR	9.2.4
(f) CONSERVATION easement referenced	Y:_____ N:_____	PG:_____	BoR	9.2.4
(f) Cons easement dedicated to _____	Y:_____ N:_____	PG:_____	BoR	9.2.4
(f) Who owns conservation areas _____				
If different from op entity, do we have cods	Y:_____ N:_____			
(f) Conservation use restrictions	Y:_____ N:_____	PG:_____	BoR	9.2.4
(f) FINANCIAL ASSURANCE required	Y:_____ N:_____	PG:_____	BoR	9.2.4
(f) Mitigation monitoring required	Y:_____ N:_____	PG:_____	BoR	9.2.4
(f) Assoc responsible for mitigation monitoring	Y:_____ N:_____	PG:_____	BoR	9.2.4
(f) WATER QUALITY monitoring required	Y:_____ N:_____	PG:_____	BoR	9.2.4
AMENDMENT adds add'l property to docs	Y:_____ N:_____	PG:_____	BoR	9.2.4
Amends article _____ concerning SWMS	Y:_____ N:_____	PG:_____	BoR	9.2.4
Concerns conservation easement/areas	Y:_____ N:_____	PG:_____	BoR	9.2.4
Concerns conservation easement/ares	Y:_____ N:_____	PG:_____	BoR	9.2.4
(g) Reference to permit as exhibit	Y:_____ N:_____	PG:_____	BoR	9.2.4
(b,c) Non-member, easem'ts & maint. Agrm't reqd	Y:_____ N:_____	PG:_____	BoR	9.2.6
(d) GOLF COURSE OWNER is member of assoc	Y:_____ N:_____	PG:_____	BoR	9.2.6
(d) Golf course is platted	Y:_____ N:_____	Plat No. _____		
ARTICLES OF INCORPORATION (*FILED)	Y:_____ N:_____	PG:_____	BoR	9.2.1
(a) Own and convey property	Y:_____ N:_____	PG:_____	BoR	9.2.3
(b) Operate & maintain common property	Y:_____ N:_____	PG:_____	BoR	9.2.3
(c) Makes rules & regulations	Y:_____ N:_____	PG:_____	BoR	9.2.3
(d) Assess money & enforce rules/assessments	Y:_____ N:_____	PG:_____	BoR	9.2.3
(e) Sue & be sued	Y:_____ N:_____	PG:_____	BoR	9.2.3
(f) Contract for services	Y:_____ N:_____	PG:_____	BoR	9.2.3
All powers per Ch 617, F.S. (nonprofit corp's)	Y:_____ N:_____	PG:_____	BoR	9.2.3
All powers per Ch 718, F.S. (Condo Act)	Y:_____ N:_____	PG:_____	BoR	9.2.3
(g) All owners are members	Y:_____ N:_____	PG:_____	BoR	9.2.3
Golf course owner is member (Class C?)	Y:_____ N:_____	PG:_____	BoR	9.2.3

(h) Exists in perpetuity

Y:___ N:___ PG:___ BoR 9.2.3

(h) Dissolution language – other entity

Y:___ N:___ PG:___ BoR 9.2.3

CERTIFICATE OF INCORPORATION

Y:___ N:___ BoR 9.2.3

COMPLETED TRANSFER FOR -

Y:___ N:___

40E-4.351, FAC

(SIGNED BY AN OFFICER OF THE ASSOCIATION)

SATISFACTION OF PERMIT CONDITIONS

Y:___ N:___

40E-4.361, FAC

M.S.T.U. (Municipal Service Taxing Unit) need:

BoR 9.1(a)1 and BoR 9.1(b)

Copy of Ordinance creating the MSTU; and – if wetlands/conservation areas in project – how are wetlands dedicated for preservation – who owns those areas and who is responsible for them? Handle regarding conservation dedication as if the operating entity is a HOA. Proof of satisfaction of permit conditions, etc.

ANY COGOVERNMENTAL OR DIFFERENT ENTITY OTHER THAN THE ORIGINAL PERMITTEE in accordance with Rules 40E-4.351 and 40E.361, FAC: BoR 9.1(b)

Letter affirming acceptance of responsibility for operation and maintenance of drainage facilities; ownership documentation; proof of satisfaction of permit conditions, completed transfer for; etc.

!!!PLEASE IDENTIFY AND NOTE IF THE PROJECT IS RENTAL OR LEASED!!!

40E-4.091(1)(a) – Publications incorporated by reference

40E-4.301(1)(j) – Conditions for issuance of permits

40E-4.381(1)(j) – General conditions

Section 9, “Basis of Review” – Operating entity requirements

[illegible]

4/22/99

UPLAND DATA			
ID	FLUCCS CODE	EXISTING ACREAGE	QUALITY
EXAMPLE			
03	411	25.3	Good
	321	8.0	Good
04	211	50.0	Poor

Submit an environmental assessment of the project site which includes information on upland communities including rare or unique uplands.

ENDANGERED OR THREATENED SPECIES / SPECIES OF SPECIAL CONCERN		
	FGFWFC	USFWS
LISTED SPECIES		
USE TYPE (ie. nesting, foraging)		
CONTACT PERSON		
ISSUES/RESOLUTION		

Provide information on any endangered or threatened species or species of special concern status on the project site. Include particular uses of the site by listed species (e.g. roosting, nesting, feeding). Document relevant communications with the Florida Game & Fresh Water Fish Commission (FGFWFC) or U.S. Fish & Wildlife Service (USFWS) regarding E/T/SSC species use of the site and how the issues have been resolved

OVER WATER STRUCTURES						
TYPE OF STRUCTURE	EXISTING OR PROPOSED	LENGTH	WIDTH	HEIGHT	NUMBER OF SLIPS	TOTAL SQUARE FEET OVER WATER

WETLAND INVENTORY					ONSITE/OFFSITE	
Pre-development		Post-development				
Community Types	Total Existing	Impacted	Undist.	Preserved	Enhanced	Restored/ Created
Forested Wetland						
Herbaceous/Shrub Wetland						
Other Surface Water						
Totals						
Upland Compensation Acreage:		Mitigation Bank Name: Credits Used			Regional Offsite Mitigation: Area: Amount \$	

Have any of these areas been included in any previous authorizations from the SFWMD? If so, please indicate application/permit numbers:

A separate table should be filled out for onsite areas and offsite areas. Categories are defined as follows:

PRESERVED - no fill or excavation proposed; no clearing of desirable wetland species; no dewatering or other lowering of the water table. Adequate buffer provided and pre-development hydrology maintained.

IMPACTED - altered as part of this proposal by fill, excavation, clearing, dewatering or other lowering of the water table (including temporary impacts).

UNDISTURBED - All wetlands not in the mitigation plan.

ENHANCED - re-establishment of hydroperiod, replanting, and/or exotic plant removal to enhance an existing wetland (this number is included in the preserved category).

RESTORED/CREATED - establishment of a wetland in an area which was previously upland or land use category other than wetlands. Restoration areas are historic wetlands which no longer exhibit wetland characteristics. Techniques include excavation and planting, vertical relocation, mulching, etc.

STATUS OF PROJECT UNDER ESL (ENVIRONMENTALLY SENSITIVE LANDS) PROGRAM(S)	
CREW	
CARL	
P2000	
SOR	
LOCAL GOVT	
ONS*	

*Outstanding Natural System from Lower West Coast Water Supply Planning Program.

MONITORING/MAINTENANCE PLAN

The following elements should be included in the monitoring plan:

- 1) Map indicating mitigation location within project boundaries.
- 2) Map indicating locations of staff gauges(set at NGVD), rain gauges, panoramic photo station, vegetation sampling transects.
- 3) A cross-section of the wetlands showing ground elevation relative to control elevation.
- 4) Provisions for weekly water level readings from staff gauge with total monthly rainfall reported in annual report.
- 5) Qualitative observations of wildlife/fish/macrobenthos utilization.
- 6) Measurements of percent survival and/or percent coverage of desirable wetland species and any exotic/nuisance plant species which may become established in the protected areas.
- 7) Maintenance plan for removal/control of exotic and/or nuisance plant species and replanting with dates for maintenance. Total coverage of exotic and nuisance plant species should constitute no more than 5% of the total preserve/mitigation area between maintenance activities.
- 8) Provisions for monitoring for a period of five years with annual reports submitted to the SFWMD, See Environmental Monitoring Report Guidelines.
- 9) Monitoring/Maintenance work schedule.
- 10) Provisions for recommendations for corrective action if necessary to accomplish the goals of the mitigation.
- 11) Cost estimate for the completion of the mitigation, monitoring, maintenance and management of the protected areas in accordance with Section 4.3.7 of the Basis of Review.
- 12) Financial Responsibility for Mitigation as required in the Basis of Review, Section 4.3.7.

TIME SCHEDULE FOR COMPLETION OF MITIGATION/MONITORING ACTIVITIES

ACTIVITY	COMPLETION DATE
Submit baseline monitoring report for Preservation/ Restoration Areas(Due prior to initial mitigation activities)	
Excavation of Lake	
Installation of Structures	
Grading of mitigation area	
Planting of Mitigation area	
Complete initial exotic removal	
Construction of fence/structural buffer	
Submit time zero monitoring report	
Submit conservation easement documents	
Submit recorded legal document(s)	
Exotic removal	
Submit first monitoring report	
Exotic removal	
Submit second monitoring report	
Exotic removal	
Submit third monitoring report	
Exotic removal	
Submit fourth monitoring report	
Exotic removal	
Submit fifth monitoring report	

A separate time schedule for completion of mitigation and monitoring activities should be submitted for each mitigation plan. The following schedule contains typical activities for most mitigation plans. Additions and/or deletions to this schedule should be noted as appropriate. As a guideline, Baseline reports should be submitted prior to construction, Time Zero reports should be submitted within 30 days from completion of mitigation activities (ie. initial exotic removal, planting, etc.), and the First Monitoring report should be submitted one year from completion of time zero report.